



## **DOT-RIGHT OF WAY OFFICER**

### **Characteristics of Work**

This is supervisory and administrative office and field work involving one of two major functions within the Right of Way Division. Incumbents in this class are either responsible for directing a section within Right of Way, such as Property Management, Title, Appraisal, Acquisition/Relocation, or acting as the District Right of Way Coordinator in one of six transportation districts. As a section leader, incumbents assigned to this class will be responsible for directing the activities of subordinates in one of the areas listed above, assigning work, monitoring progress in meeting goals and time frames for completing of Right of Way projects, coordinating activities of section with other section heads, evaluating performance, and performing related or similar duties. Positions designated as District Coordinators will be responsible for Right of Way project oversight from beginning to end of each project within the district; certify construction is ready to begin by ensuring that all property has been acquired, all utilities and improvements removed, and no encroachments remain; and act as Division liaison with the district on project development, including preliminary surveying and engineering, and acting as agency liaison with the general public on acquisition issues. District coordinators will act as functional supervisors for all Right of Way projects and will participate in evaluating the performance of assigned agents and consultants.

### **Examples of Work**

**Examples of work performed in this classification include, but are not limited to, the following:**

Supervises subordinates within a section, overseeing work products.

Implements project priorities and schedules to ensure section activities are carried out in a timely manner to meet project letting schedules.

Coordinates staff assignments and training needs, to ensure project teams are staffed appropriately given the nature and complexity of the project.

Drafts reports to management concerning section activities, keeping manager informed of progress and problems that may arise; project schedules as circumstances dictate and notify staff of those changes.

Oversees all Right of Way projects within a district, acting as Division liaison on project development, monitoring progress of project, and acting as agency liaison with general public on acquisition issues.

Certifies that all pre-construction activities have been completed and construction is ready to begin.

Performs related or similar duties as required or assigned.

### **Essential Functions**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Directs activities of subordinates.
2. Manages projects.

### **Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Field of Vision:** Ability to observe an area up or down, left or right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

**Accommodation:** Ability to adjust focus.

**Color Vision:** Ability to identify colors.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

**Smell:** Ability to use the sense of smell to recognize and distinguish odors.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to walk; stand; and use hands to finger, handle, or feel objects, tools, or controls. The incumbent is frequently required to reach with hands and arms; stoop, kneel, crouch, or bend; and climb or balance. The incumbent is occasionally required to sit.

**Experience/Educational Requirements:**

**Education:**

A Master's Degree from an accredited four-year college or university;

**AND**

**Experience:**

Six (6) years of experience in work related to the above described duties;

**OR**

**Education:**

A Bachelor's Degree from an accredited four-year college or university;

**AND**

**Experience:**

Seven (7) years of experience in work related to the above described duties.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.